

# DOE 21<sup>st</sup> Century Community Learning Centers

## Quick Start User Guide version 1.0

March 3, 2011

## UT SWORPS

University of Tennessee College of Social Work Office for Research and Public  
Service

## REGISTRATION SCREEN

### SWORPS DOE 21st Century Community Learning Centers Register User

Please Select The Center With Which You Are Associated:

Please Choose The Grantee With Which You Are Associated ▾

☐ Please Choose The Center With Which You Are Associated

Next

First select the Grantee with which you are associated from the drop-down box. Then select the center(s) for which you will be reporting by clicking the check box next to that center's name.

If at any point you experience problems, you can email the help desk at

[21stcclcAdmins@sworps.tennessee.edu](mailto:21stcclcAdmins@sworps.tennessee.edu)

Please include a short description of your problem in the subject line.

## USER NAME CREATION SCREEN

SWORPS DOE 21st Century Community Learning Centers Register User

Sign Up for Your New Account

User Name:

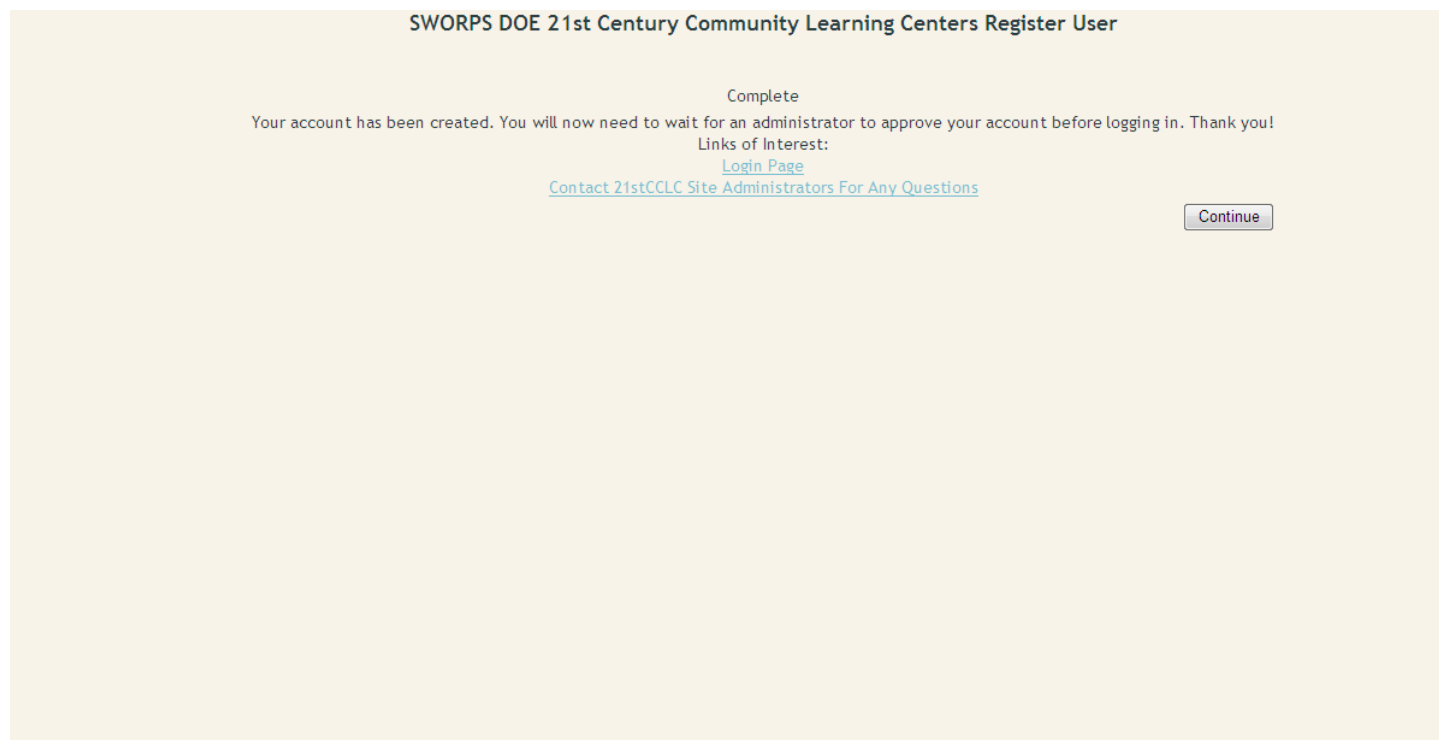
Password:

Confirm Password:

E-mail:

Now you will need to create your user name, a password & your email address. Click the 'Create User' button to submit your profile data & proceed to the next screen.

## SUCCESSFUL USER NAME CREATION



If the registration process was successful, you will see this screen. Updates to the list of approved users are done by the Help Desk periodically throughout each business day. You should be able to login possibly later in that day or by the next business day.

Once your permissions have been updated, you will login with the user name & password you created during the registration process.

To access the 21stCCLC site, you will use this link:

21stcclc.sworps.tennessee.edu

(Currently the 'Continue' button is under construction.)

## LOGIN SCREEN

Tennessee Department of  
Education

**21st Century Community Learning  
Centers**

**Login to Site**

User Name:

Password:

☐ Remember my login on this computer.

Note: This is not recommended for use on computers you share with others.

[Have you forgotten your password? Have it emailed to you here.](#)

**21st CCLC Maintenance Hours**

In order to keep this site up-to-date and bug-free, we want to alert you that the following hours may be used to perform maintenance:

**6-8 AM EST/EDT Monday - Friday**

The site may be down during these hours for short periods while we promote new versions of the website up, make database changes, and/or perform other maintenance tasks.  
Thank you for understanding.

This is the login screen you will see after using the link from the previous page or from doing a copy/paste of the link into your browser address line.

21stcclc.sworps.tennessee.edu

## INVALID PASSWORD SCREEN

Tennessee Department of  
Education

**21st Century Community Learning  
Centers**

**Login to Site**

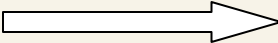
User Name:

Password:

☐ Remember my login on this computer.

Note: This is not recommended for use on computers you share with others.

Your login attempt was not successful. Please try again.



[Have you forgotten your password? Have it emailed to you here.](#)

**21st CCLC Maintenance Hours**

In order to keep this site up-to-date and bug-free, we want to alert you that the following hours may be used to perform maintenance:

**6-8 AM EST/EDT Monday - Friday**

The site may be down during these hours for short periods while we promote new versions of the website up, make database changes, and/or perform other maintenance tasks.  
Thank you for understanding.

Should you forget your password at any time, you will see the above message. You will also get this message if you have attempted to login with the incorrect password several times. To correct this problem, the next steps are the same,

You will click on the link (under the login box) 'Have you forgotten your password? Have it emailed to you here.'

By clicking that link, you will be taken to the next screen to enter your username & have your password emailed to the address used when you registered.

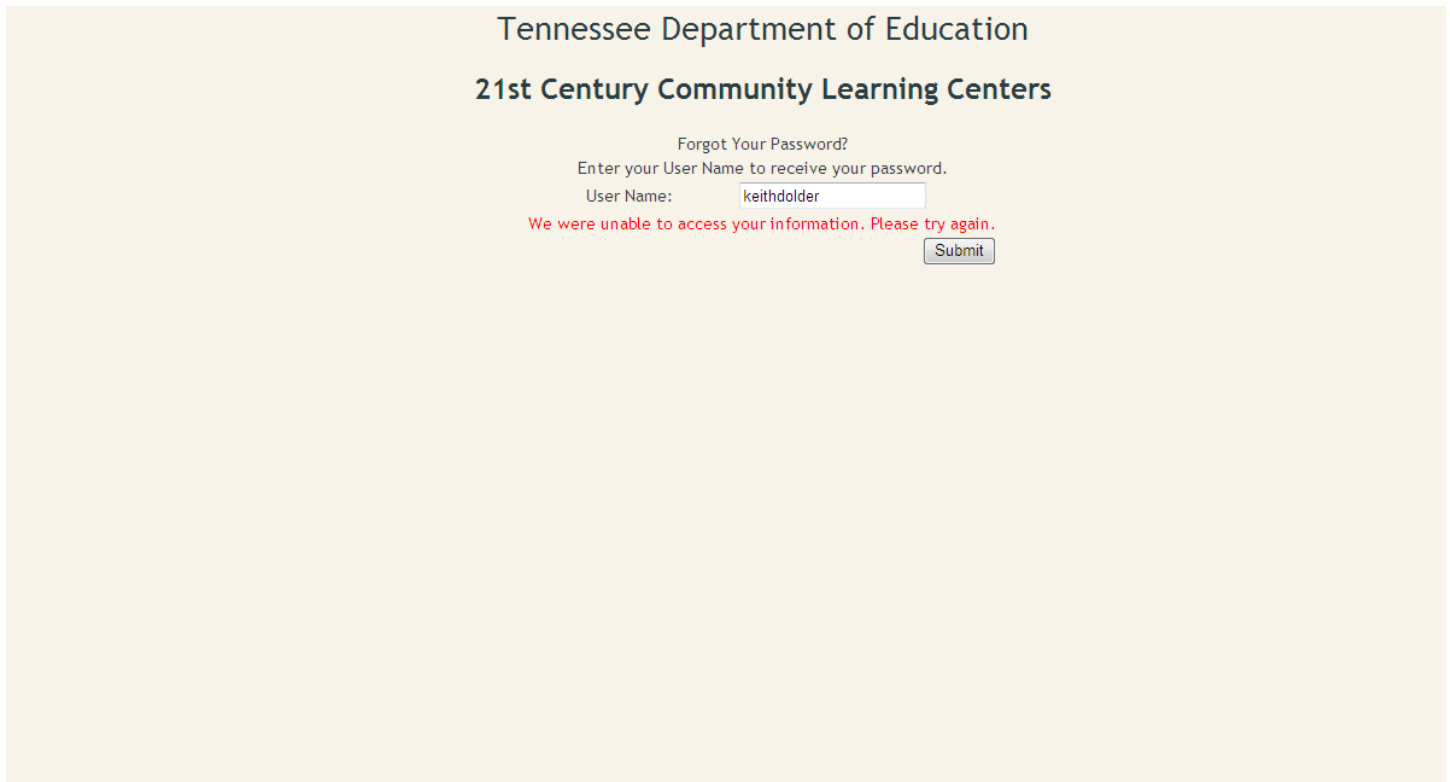
## FORGOTTEN PASSWORD SCREEN

### Tennessee Department of Education 21st Century Community Learning Centers

Forgot Your Password?  
Enter your User Name to receive your password.

User Name:

On this screen, you will enter your user name & click 'Submit'. Your password will be sent to the email address you entered during the registration process.



Tennessee Department of Education  
21st Century Community Learning Centers

Forgot Your Password?  
Enter your User Name to receive your password.

User Name:

We were unable to access your information. Please try again.

If you should you get this message, you will need to contact the Help Desk. You have attempted to login with an incorrect password several times & the system has locked the account.

The email address for the Help Desk is:

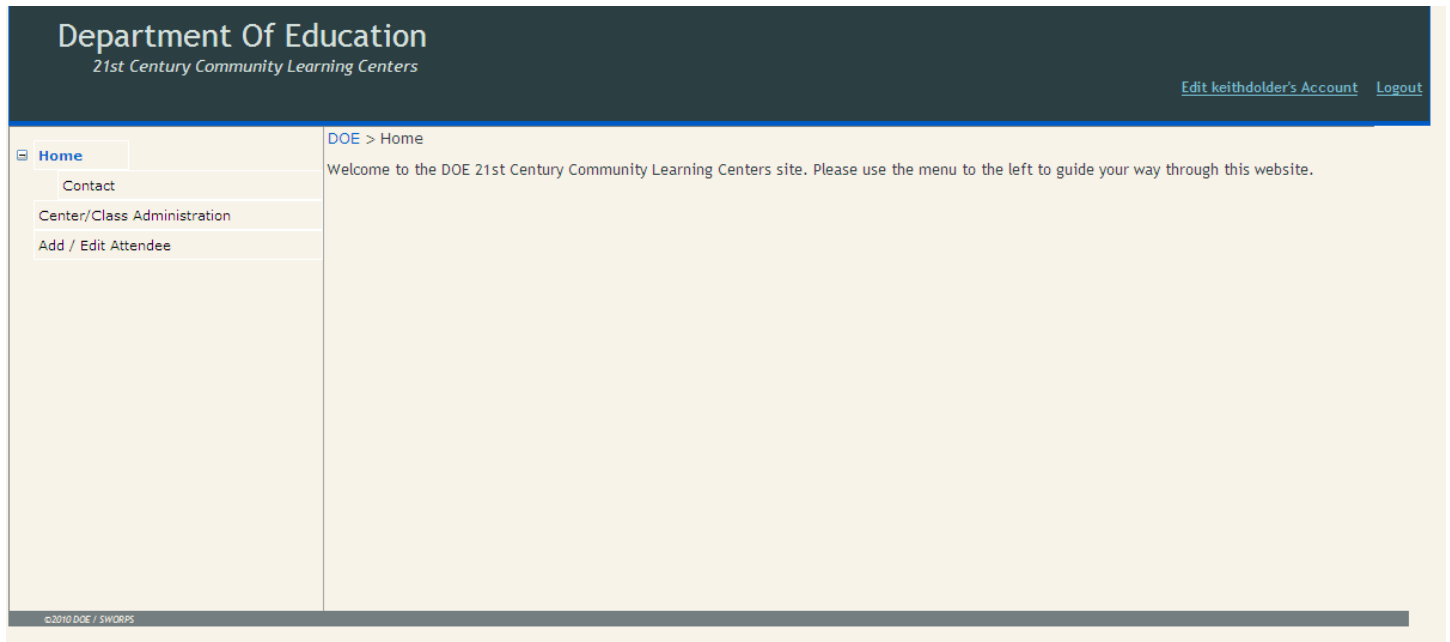
[21stcclcAdmins@sworps.tennessee.edu](mailto:21stcclcAdmins@sworps.tennessee.edu)

On the subject line of your email use 'Locked out of my account'. You will be notified when your account is unlocked.

At that time, you can go back to the login page. As discussed previously, you will use the link 'Have you forgotten your password? Have it emailed to you here.' By clicking that link, you will be taken back to this screen to enter your username & have your password emailed to the address used when you registered.



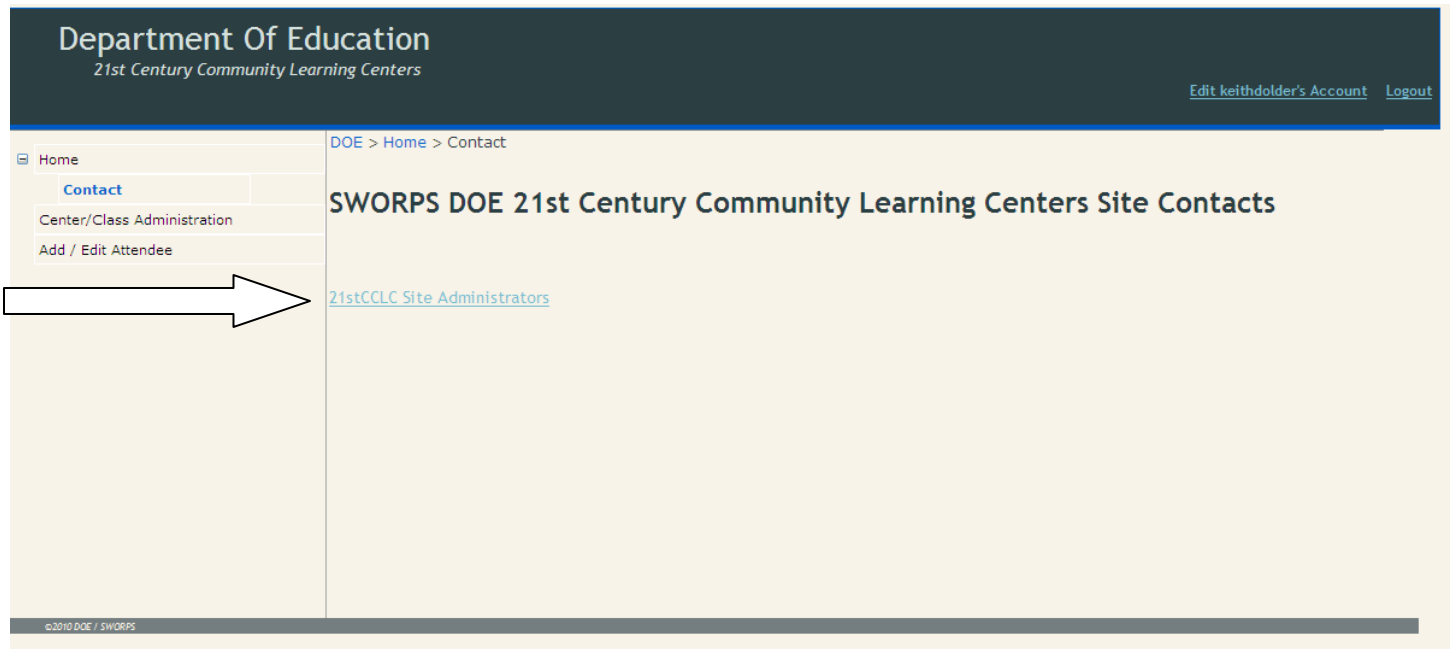
## MAIN MENU



From this screen you can contact the 21stCCLC Help Desk, work with the attendees at the Grantee/Center or add new attendee(s) to the Grantee/Center.

The proceeding pages of the Quick-Start manual will show each of the above choices & the various ways to navigate within the system.

## CONTACT SCREEN



This link will open a new window with the email template. This allows users to send an email directly to the DOE 21stCCLC Help Desk. If there are any problems or questions, you have ready access to the Help Desk email address to contact us.

First click on the 'Contact' button on left side of the screen & then select the link for the '21stCCLC Site Administrators' to send an email the 21stCCLC Help Desk.

Though not needed on this page, the email address for the Help Desk is:

[21stcclcAdmins@sworps.tennessee.edu](mailto:21stcclcAdmins@sworps.tennessee.edu)

Department Of Education

21st Century Community Learning Centers

Edit keithdolder's Account
Logout

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

Please select a grantee from this list...

Center

Please select a grantee from the above list to see its centers...

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Click on 'Class/Center Administration' on the left side of the screen, then choose the Grantee & Center that pertains to the Attendance data you wish to enter.

Should the Grantee chosen have more than 1 Center, a click on the Center drop-down box will show you all the Centers associated with that Grantee.

# CENTER/CLASS ADMINISTRATION WITH A CHOSEN GRANTEE-CENTER (CON'T.)

## Department Of Education

21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:   
Center:

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond ▾

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty		7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

### Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#) [Edit](#)  
[Optional Date]

[View / Print Participation Sheet With Optional Date](#) [Edit](#)  
1. [Select A SubOffering](#)  
Select Activity Family / Activity Offering  
Family:   
Offering:   
SubOffering:   
2. [View / Print Participation Roll Sheet](#)

### Attendance/Participation Reports

[Attendance Report](#)

Once a Center is chosen, by default all the current attendees will be shown. But previous attendees or all attendees may also be chosen for additional population information.

There are several ways to sort the attendees. By clicking on the headers 'Enrolled', 'Grade Level', 'Last Name', 'First Name' & 'Birth Date', you can sort the list of attendees in either ascending or descending order by that header. A second click will reverse the sort order.

## Department Of Education

21st Century Community Learning Centers

[Edit keithdolder's Account](#)   [Logout](#)

[Home](#)  
[Contact](#)  
[Center/Class Administration](#)  
[Add / Edit Attendee](#)

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated  

Grantee: TestGrantee

Center: TestCenter

☒ Previous Attendees   ☐ All Attendees

Quick-Choose Attendees

Select...

Select A Grade Level To Select Attendees Which Correspond ▾

Classroom / Center Attendees

☐ Select/Unselect All   Show 10 records per page.   Navigate To Page: 1

Expand Collapse	<input type="checkbox"/>	Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✗	5	Davidson	Harley		11/10/2003
+	<input type="checkbox"/>	✗	4	Homer	Jack		2/11/2000

☐ Select/Unselect All

Classroom / Center Group Methods

View / Print Attendance Sheet With Optional Date

[Optional Date]

[View / Print Attendance Roll Sheet](#)

[Edit](#)

View / Print Participation Sheet With Optional Date

[OptionalDate]

[View / Print Participation Roll Sheet](#)

[Edit](#)

Attendance/Participation Reports

[Attendance Report](#)

When the 'Previous Attendees' button is selected, all students who have been terminated from the Grantee/Center are listed. The same ascending/descending sort orders are also valid on this screen. Roll the mouse pointer over the X under Enrolled, to show the last date a terminated attendee was enrolled at this Center.

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# CENTER/CLASS ADMINISTRATION WITH A CHOSEN GRANTEE-CENTER

## Department Of Education

21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee: TestGrantee  
Center: TestCenter

☒ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

### Classroom / Center Attendees

☐ Select/Unselect All Show 10 records per page. Navigate To Page: 1 2

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✗	5	Davidson	Harley		11/10/2003
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty		7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✗	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

### Classroom / Center Group Methods

View / Print Attendance Sheet With Optional Date

[Optional Date]

View / Print Participation Sheet With Optional Date

1. [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family: Please Choose an Activity Fa

Offering: Please Select an Activity Fan

SubOffering: Please Choose an Offering...

2. [View / Print Participation Roll Sheet](#)

### Attendance/Participation Reports

[Attendance Report](#)

The above screen shows all attendees associated with this Center. The same ascending/descending sort orders are still valid.

By clicking on the headers 'Enrolled', 'Grade Level', 'Last Name', 'First Name' & 'Birth Date', you can sort the list of attendees in either ascending or descending order by that header. A second click will reverse the sort order.



Department Of Education

21st Century Community Learning Centers

Edit Keithholder's Account
Logout

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees
 ☐ Previous Attendees
 ☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

Number of Records Per Page:

10

20

30

40

Show All

Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary	10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan	10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Little	3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Homer	Jack	2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai	5/1/1993

The horizontal arrow above shows choices on a drop down menu of how the list of attendees can be displayed on a page. Should the number of attendees chosen to display not show all enrolled at this Center, there is the ability to navigate to the additional pages (vertical arrow).

## CENTER/CLASS ADMINISTRATION – EXPAND/COLLAPSE

### Department Of Education

21st Century Community Learning Centers

[Edit keithdolder's Account](#)   [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

**Grantees / Centers**  
 Choose a Grantee and Center with which this Attendee is associated  

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees   
 ☐ Previous Attendees   
 ☐ All Attendees

**Quick-Choose Attendees**

Select A Grade Level To Select Attendees Which Correspond ▼

**Classroom / Center Attendees**  

☐ Select/Unselect All   
 Show 10 records per page.   
 Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

The plus ('+') sign will expand into additional boxes for more demographic information for that attendee. (See example on the next page.) A second click will close the expanded box.

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## EXPANDING THE CHOICES FOR AN ATTENDEE

Department Of Education

21st Century Community Learning Centers

[Edit keithholder's Account](#)
[Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees
 ☐ Previous Attendees
 ☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
 Show
 

10

 records per page.
 Navigate To Page:
 

1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
		<div> <div>Ethnicity</div> <div>Enrollment Date</div> <div>Gender</div> <div>Edit Attendee</div> <div>Attendance</div> <div>Add Participation</div> <div>Edit Participation</div> <div>Enrollment Info.</div> </div> <div> <div>White</div> <div>11/22/2010</div> <div>Female</div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>					
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

Selecting the plus ('+') sign opens an a drop-down box which gives more choices for viewing, adding or editing the demographic, participation, attendance & enrollment information for an attendee.

## EXPANDING THE CHOICES FOR AN ATTENDEE---CHOOSING EDIT ATTENDEE

Department Of Education

21st Century Community Learning Centers

Edit keithholder's Account
Logout

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees
 ☐ Previous Attendees
 ☐ All Attendees

Quick-Choose Attendees

Select...

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
 Show 10 records per page.
 Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
		<div>Ethnicity</div> <div>Enrollment Date</div> <div>Gender</div> <div>Edit Attendee</div> <div>Attendance</div> <div>Add Participation</div> <div>Edit Participation</div> <div>Enrollment Info.</div>					
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

On the 'Center/Class Administration' screen, when the 'Edit Attendee' icon is clicked, a new screen will open showing all current demographic information previously entered for this attendee. (See example on the next page.)

## EDIT AN ATTENDEE

Department Of Education

21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Add / Edit Attendee

Name

Last NameDavis

First NamePaul

Middle Name

Date(s)

Date of Birth11/10/2005

Grade Level At Registration

Grade Level1

Other Information

EthnicityWhite

GenderMale

State-Issued Student Id

Edit Attendee

Back

©2010 DOE / SWORPS

This is the new screen that shows all the current demographic information for this attendee. Here you may edit any of the fields, click on 'Edit Attendee' button to save, or click 'Back' to return to the Grantee/Center screen without saving any changes. This screen is similar to the screen used to add a new attendee, which will be shown later in the manual.

## POP-UP SCREEN TO ADD/EDIT TOTAL ATTENDANCE FOR AN ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee
TestGrantee
Center
TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select...

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
Show 10 records per page.
Page To Page: 1 2

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date		
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001		
		Ethnicity	Enrollment Date	Gender	Edit Attendee	Attendance	Add Participation	Edit Participation	Enrollment Info.
		White	11/22/2010	Female					
+									
+									
+									
+									
+									
+		✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995		
+		✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993		
+		✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995		
+		✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999		

☐ Select/Unselect All

On the 'Center/Class Administration' screen (again), when you click on the icon under 'Attendance', a pop-up box appears where you are able to enter a new time of total attendance for the date chosen (i.e., the total amount of time the attendee spent at the Center on that date.) If the date chosen already has an existing time span for attendance in any activity, you may edit the Total Attendance time here.

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# EXPANDING THE CHOICES FOR AN ATTENDEE---ADDING PARTICIPATION DETAILS FOR AN ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#)
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Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee: TestGrantee
Center: TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
Show 10 records per page.
Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
		<input type="checkbox"/> Ethnicity <input type="checkbox"/> Enrollment Date <input type="checkbox"/> Gender <input type="checkbox"/> Edit Attendee		<input type="checkbox"/> Attendance <input type="checkbox"/> Add Participation <input type="checkbox"/> Edit Participation <input type="checkbox"/> Enrollment Info.			
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Homer	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

By clicking on the icon under 'Add Participation', you will get the pop-up screen shown on the next page.

## POP-UP SCREEN FOR ADDING PARTICIPATION DETAILS FOR AN ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee: TestGrantee
Center: TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select...

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
Show 10 records per page.
Navigate To Page: 1

Expand	Enrolled?	Grade	Last	First Name	Middle Name	Birth Date
				Mary		10/2/2001
				Dan		10/15/1990
				Dora	The	8/5/1991
				Lillie		3/30/1999
				Jack		2/11/2000
				Kai		5/1/1993
				Little	Miss	6/21/1995
				Dottie		5/5/1993
				Peter		4/1/1995
				Dusty		2/15/1999

☐ Select/Unselect All

Add Participation

Fill in the Participation Details of Mary Contrary and Click Save

Select Activity Family / Activity Offering

Family: Please Choose an Activity Fa
Offering: Please Select an Activity Far
SubOffering: Please Choose an Offering...

Date: 3/3/2011

Time:

Hours

Minutes

Reset Save

Close / Cancel

This pop-up screen allows you to choose an Activity Family, Offering and SubOffering for any date & enter the amount of time this attendee spent in that Activity Family. If no date is chosen, the current date is the default. Once saved, you can 'Reset' the screen in order to enter additional Activity Families &/or dates with time spent in each activity to be added for this attendee.



# EXPANDING THE CHOICES FOR AN ATTENDEE---EDIT PARTICIPATION FOR AN ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated

Grantee: TestGrantee
Center: TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
Show 10 records per page.
Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
		Ethnicity	Enrollment Date	Gender	Edit Attendee	Attendance	Add Participation
						Edit Participation	Enrollment Info.
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

On the 'Center/Class Administration' screen (again), choosing the icon under 'Edit Participation' will take you to a new screen where you can view the attendee's participation in any of the Activity Families. You can also edit the time for any participation. (See example on the next page.)

## EDITING THE PARTICIPATION FOR AN ATTENDEE

The screenshot shows a web application interface for the Department of Education, 21st Century Community Learning Centers. The header includes the department name and a user account link for 'Edit keithdolder's Account' with a 'Logout' option. A left sidebar contains navigation links: Home, Contact, Center/Class Administration, and Add / Edit Attendee. The main content area is titled 'Editing Participation For: Contrary, Mary'. It features a search section with a blue header 'Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results'. Below this are input fields for 'Date' and 'Activity'. The 'Activity' field is expanded to show a 'Select Activity Family / Activity Offering' section with three dropdown menus: 'Family' (Please Choose an Activity Fa...), 'Offering' (Please Select an Activity Far...), and 'SubOffering' (Please Choose an Offering...). A 'Search' button is located below these dropdowns. Below the search section is a 'Results' section with a blue header 'Click On A Participation Result Above To Edit / Delete the record'. It contains a 'Time' field with 'Hours' and 'Minutes' sub-fields. At the bottom of the results section are four buttons: 'Reset', 'Save', 'Delete', and 'Back'. The footer of the page indicates '©2010 DOE / SWORPS'.

There are 3 ways to search for participation for the chosen attendee. If the 'Search' button is clicked with both the date & the activity fields left blank, the search results will show all activities on all dates for this attendee. This action will open the results area of the screen to list the activities. You can view or edit the time spent in any of the activities visible for this attendee. (See example on the next page.)

If the date &/or the Activity Family fields are chosen before the 'Search' button is clicked, the search results will be only for the specific date &/or specific grouping of activities. This action will open the area of the screen under the 'Results' bar to list those activities. The activities &/or times can be viewed, edited or deleted then in the expanded results area.

If a search, regardless of the method, does not find any activities, you will get a message 'Your search yielded no results'. This message indicates that the attendee has not participated in any activities at this center or no activity participation data has been entered for this attendee, depending on the search method used.

## EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER BLANKET SEARCH

Department Of Education  
21st Century Community Learning Centers

[Edit Keithholder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

### Editing Participation For: Contrary, Mary

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date
Activity

Select Activity Family / Activity Offering

Family
Please Choose an Activity Fa
Offering
Please Select an Activity Far
SubOffering
Please Choose an Offering...

Search

Results

Date	Activity Family	Activity Offering	Activity SubOffering
11/22/2010	Academic Assistance	Academic Enrichment	<a href="#">Math</a>
11/22/2010	Academic Assistance	Academic Enrichment	<a href="#">Science</a>
11/23/2010	Academic Assistance	Skills Practice-Homework Help	<a href="#">Reading</a>
11/28/2010	Academic Assistance	Academic Enrichment	<a href="#">Math</a>
11/29/2010	Arts & Recreation	Creative Arts	<a href="#">Creative Writing</a>

Click On A Participation Result Above To Edit / Delete the record

Hours
Minutes

Time

[Reset](#)
[Save](#)
[Delete](#)
[Back](#)

In this example, no choices were made before the Search button was clicked. This allows for a blanket search for all activities on all dates for this attendee.

Once the results area from the search is open, the search results will show all activities for that attendee in date order by Activity Family, Activity Offering & Activity SubOffering. By clicking on the actual Activity SubOffering, the times for that grouping will appear in the box at the bottom of the screen and are editable. At this time, you can make changes & save those changes; delete the entire activity; reset to the default screen to use another method for searching or go back to the Grantee/Center screen.

## EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER ACTIVITY SEARCH

Department Of Education

21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

Editing Participation For: **Contrary, Mary**

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date

Activity

Select Activity Family / Activity Offering

Family Academic Assistance

Offering Academic Enrichment

SubOffering Math

Search

Results

Date	Activity Family	Activity Offering	Activity SubOffering
11/22/2010	Academic Assistance	Academic Enrichment	<a href="#">Math</a>
11/28/2010	Academic Assistance	Academic Enrichment	<a href="#">Math</a>

Click On A Participation Result Above  
To Edit / Delete the record

Hours

Minutes

Time

Reset

Save

Delete

Back

In this example, only an Activity Family, Offering and SubOffering were selected for the search. The Activity Family list for this attendee will be in date order. By clicking on the actual Activity SubOffering, the time spent participating on either date will be shown & can be edited or deleted (as in the previous example).

## EDITING THE PARTICIPATION FOR AN ATTENDEE---AFTER DATE SEARCH

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

Editing Participation For: **Contrary, Mary**

Choose A Date, Activity Offering, Both, or Neither and Click Search To View Participation Results

Date

11/28/2010

Activity

Select Activity Family / Activity Offering

Family

Please Choose an Activity Family...

Offering

Please Choose An Offering...

SubOffering

Please Choose a SubOffering...

Search

Results

Date	Activity Family	Activity Offering	Activity SubOffering
11/28/2010	Academic Assistance	Academic Enrichment	<a href="#">Math</a>

Click On A Participation Result Above To Edit / Delete the record

Hours

Minutes

Time

[Reset](#)

[Save](#)

[Delete](#)

[Back](#)

In this example, a specific date was entered but no activity information was selected. Only the activity groups for that specific date are shown. As with the previous search results, clicking on the actual Activity SubOffering will show that time spent in that activity on that date & can be edited or deleted (as in the previous example).

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Version 1.0

## EXPANDING THE CHOICES FOR AN ATTENDEE---ENROLLMENT INFORMATION

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee: TestGrantee
Center: TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

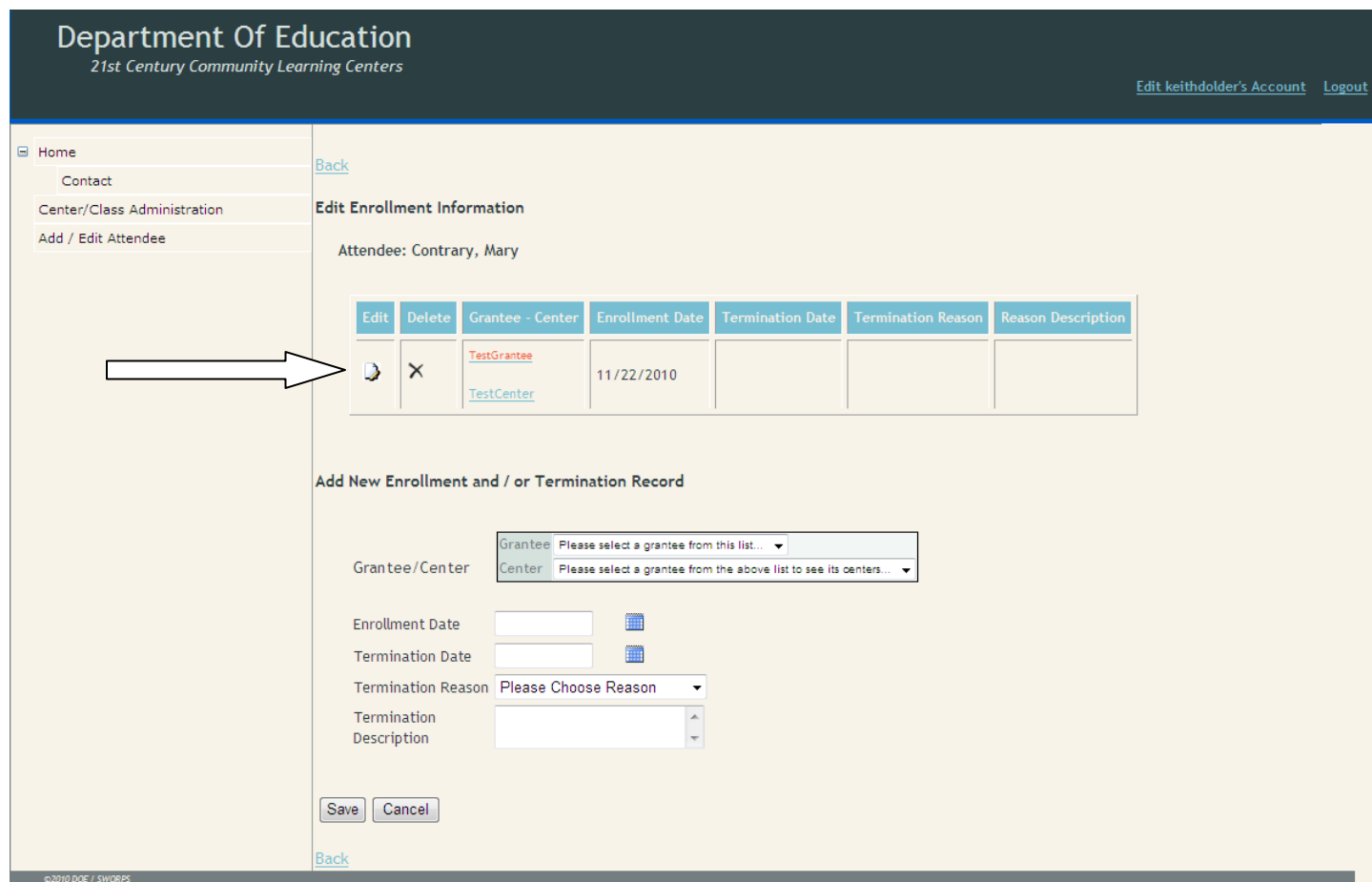
☐ Select/Unselect All
Show 10 records per page.
Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
-	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
		<div> Ethnicity Enrollment Date Gender Edit Attendee Attendance Add Participation Edit Participation Enrollment Info. </div>					
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

On the 'Class/Center Administration screen (again), choosing the icon under 'Enrollment Info.', you will get a new screen that will allow editing of the current enrollment for this attendee. At this time, an attendee may be terminated from a Center &/or added to a new Center.

## EDIT THE ENROLLMENT INFORMATION OF AN ATTENDEE



Department Of Education  
21st Century Community Learning Centers



[Edit Keithholder's Account](#) [Logout](#)

[Home](#)  
[Contact](#)  
[Center/Class Administration](#)  
[Add / Edit Attendee](#)

[Back](#)

### Edit Enrollment Information

Attendee: Contrary, Mary

Edit	Delete	Grantee - Center	Enrollment Date	Termination Date	Termination Reason	Reason Description
		<a href="#">TestGrantee</a> <a href="#">TestCenter</a>	11/22/2010			

[Back](#)

### Add New Enrollment and / or Termination Record

Grantee / Center

Grantee:   
Center:

Enrollment Date:   
Termination Date:   
Termination Reason:   
Termination Description:

[Back](#)

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This screen is for editing the enrollment date or terminating this attendee from a Grantee/Center.

The top section is for editing or terminating this attendee at the chosen Grantee/Center. In this section, an attendee can also be deleted from the Center.

The bottom section is for terminating this attendee from the chosen Grantee/Center or adding this attendee to a new Grantee/Center.

An attendee can only be enrolled in one (1) Grantee/Center at a time.

Clicking the edit icon will expand that selection & get the necessary fields of enrollment information for viewing or editing.

## EXPANDED SCREEN FOR EDITING THE ENROLLMENT INFORMATION OF AN ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

[Back](#)

**Edit Enrollment Information**

Attendee: Contrary, Mary

Edit	Delete	Grantee - Center	Enrollment Date	Termination Date	Termination Reason	Reason Description
<a href="#">Save</a> <a href="#">Cancel</a>		<div>Grantee: TestGrantee</div> <div>Center: TestCenter</div>	11/22/2010		Please Choose Reason	

**Add New Enrollment and / or Termination Record**

Grantee/Center

Grantee: Please select a grantee from this list...

Center: Please select a grantee from the above list to see its centers...

Enrollment Date

Termination Date

Termination Reason: Please Choose Reason

Termination Description

Save

Cancel

[Back](#)

After clicking on the 'Edit' icon, the current Grantee/Center & date with which this attendee is enrolled is displayed. The enrollment date can be edited or the attendee can be terminated at this Grantee/Center.

The bottom area can be used for adding new enrollment or for terminating enrollment in the Grantee/Center for this attendee.

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Version 1.0



## SELECTING ATTENDEES USING QUICK-CHOOSE OPTION

Department Of Education

21st Century Community Learning Centers

Edit Keithholder's Account
Logout

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees
 ☐ Previous Attendees
 ☐ All Attendees

Quick-Choose Attendees

Do

Select...

Dora Explorer

Dottie Parker

Select A Grade Level To Select Attendees Which Correspond ▾

Classroom / Center Attendees

☐ Select/Unselect All
 Show 

Show All ▾

 records per page.
 Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Homer	Jack		2/11/2000

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On the 'Class/Center Administration' screen (again), the 'Quick-Choose Attendees' box allows the user to choose an attendee quickly by first name. Once you type in a few letters, a list of possible matches will be shown for selection. By selecting the desired attendee name & clicking the 'Select' button-only that attendee will be selected & a checkmark will appear. (See example on the next page.) Additional first names may be entered into this box to be selected.

## SELECTING ATTENDEES USING QUICK-CHOOSE OPTION (CON'T.)

Department Of Education

21st Century Community Learning Centers

Edit keithdolder's Account
Logout

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees
 ☐ Previous Attendees
 ☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

▼

Classroom / Center Attendees

☐ Select/Unselect All
 Show 

Show All

 records per page.
 Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999
	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Homer	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995

☐ Select/Unselect All

Once there is a checkmark in this box, this attendee has been selected.

Of course, clicking within the box will also select (or unselect) the attendees. The Select All or Unselect All buttons are also available to include everyone in the list.

## SELECTING ATTENDEES USING GRADE LEVEL OPTION

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#)
[Logout](#)

Home
Contact
Center/Class Administration
Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers
Choose a Grantee and Center with which this Attendee is associated
Grantee: TestGrantee
Center: TestCenter

☒ Current Attendees
☐ Previous Attendees
☐ All Attendees

Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

Classroom / Center Attendees

☐ Select/Unselect All
Show 10 records per page.
Navigate To Page: 1

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 5/28/2010	2	Dumpty	Humpty		7/20/2004
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

On the 'Class/Center Administration' screen (again), this box has a drop down choice list that shows all grade levels of every attendee for this Grantee/Center.

By choosing the desired grade level; only the attendees in that grade level will be selected. (See example on the next page.)

## CENTER/CLASS ADMINISTRATION USING GRADE LEVEL OPTION (CON'T)

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Center/Class Administration

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees

☐ Previous Attendees

☐ All Attendees

Quick-Choose Attendees

Select...

3

Attendees selected for Grade Level 3

Classroom / Center Attendees

☐ Select/Unselect All

Show 10 records per page.

Navigate To Page: 1 2

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001

☐ Select/Unselect All

Once the desired grade level is chosen, the attendee(s) in that grade level are now selected (small checkmark in box).

Any attendees selected can be included for the choices for Classroom/Center Group Methods (discussed next).

Of course, using the mouse to click within the box will also select (or unselect) the attendees. The Select All or Unselect All buttons are also available to include everyone in the list.

# CHOOSING THE OPTIONS FOR THE CLASSROOM/CENTER GROUP METHODS

## Department Of Education

21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:   
Center:

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond ▾

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 6/1/1997	1	Explorer	Dora	The	8/5/1991
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Homer	Jack		2/11/2000
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993
+	<input type="checkbox"/>	✓ Enrolled: 6/15/2001	2	Piper	Peter		4/1/1995
+	<input type="checkbox"/>	✓ Enrolled: 5/12/2006	1	Rhodes	Dusty		2/15/1999

☐ Select/Unselect All

### Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#)

[Edit](#)



[View / Print Attendance Roll Sheet](#)



[View / Print Participation Sheet With Optional Date](#)

[Edit](#)



1. [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family:

Offering:

SubOffering:

2. [View / Print Participation Roll Sheet](#)

Attendance/Participation Reports

[Attendance Report](#)

(Still on the 'Class/Center Administration' screen.)

After using any of the previous choices for choosing attendees, the Classroom/Center Group Methods may now be used. There are 3 choices from this section corresponding to the 3 headings under the title for this section.

From the 1<sup>st</sup> section, you can view/print an attendance roll sheet with or without a specific date (current date is the default).

The 2<sup>nd</sup> choice is to view/print a participation roll sheet with or without a specific date for a selected activity family.

The ability to print a summary attendance/participation report is the 3<sup>rd</sup> choice. When chosen, a new screen opens with date parameters that can be entered. A summary report will be generated for the center for the specified dates. An example of that screen follows.

In the first example, both the attendees in Kindergarten have been chosen & we are going to create an attendance roll sheet.

# CHOOSING ATTENDANCE SHEET FOR ATTENDEES CHOSEN

## Department Of Education 21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee	<input type="text" value="TestGrantee"/>
Center	<input type="text" value="TestCenter"/>

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

### Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#) [Edit](#)

[View / Print Attendance Roll Sheet](#)

[View / Print Participation Sheet With Optional Date](#) [Edit](#)

- [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family	Please Choose an Activity Fa
Offering	Please Select an Activity Fan
SubOffering	Please Choose an Offering...
- [View / Print Participation Roll Sheet](#)

### Attendance/Participation Reports

[Attendance Report](#)

## ATTENDANCE SHEET FOR ATTENDEES CHOSEN (CON'T.)

To view or print the attendance sheet for the chosen attendees, click on 'View/Print Attendance Roll Sheet' field. At least 1 attendee must be selected. Both of the Kindergarten attendees are chosen for this example. If no specific date is chosen the current date is the default. There is also the option of choosing attendees by the grade level. Below is the attendance roll sheet example.

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

[Home](#)  
[Contact](#)  
[Center/Class Administration](#)  
[Add / Edit Attendee](#)

[Back](#)

1 of 1 100% Find | Next

[21st Century Community Learning Centers](#)

Attendance Sheet For Center: TestCenter  
Date: 3/3/2011  
Grade: No Grade Was Selected

Name	Time In	Time Out	Total Time
Lan, Kai			
Muffett, Little Miss			

©2010 DOE / SWORPS

Should the attendance roll sheet be several pages long, there are functionalities to scroll forward & back within the attendance sheets (arrow 1) or increase or reduce the overall perspective of the attendance sheets (arrow 2). The 'Find' box provides a way to quickly search the document for an attendee (or more) by using last name (arrow 3). And the Attendance Roll Sheet can be Saved, Refreshed or Printed (arrow 4).



# USING THE MASS FILL OPTION FOR AN ATTENDANCE SHEET

## Department Of Education 21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

- Home
- Contact
- Center/Class Administration**
- Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee	<input type="text" value="TestGrantee"/>
Center	<input type="text" value="TestCenter"/>

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

### Classroom / Center Group Methods

<a href="#">View / Print Attendance Sheet With Optional Date</a>		<a href="#">Edit</a>
<input type="text" value="[Optional Date]"/>	<input type="button" value="View / Print Attendance Roll Sheet"/>	

<a href="#">View / Print Participation Sheet With Optional Date</a>		<a href="#">Edit</a>						
<input type="text" value="[OptionalDate]"/>	<p>1. <a href="#">Select A SubOffering</a></p> <p>Select Activity Family / Activity Offering</p> <table> <tr> <td>Family</td> <td>Please Choose an Activity Fa</td> </tr> <tr> <td>Offering</td> <td>Please Select an Activity Fan</td> </tr> <tr> <td>SubOffering</td> <td>Please Choose an Offering...</td> </tr> </table> <p>2. <a href="#">View / Print Participation Roll Sheet</a></p>		Family	Please Choose an Activity Fa	Offering	Please Select an Activity Fan	SubOffering	Please Choose an Offering...
Family	Please Choose an Activity Fa							
Offering	Please Select an Activity Fan							
SubOffering	Please Choose an Offering...							

### Attendance/Participation Reports

[Attendance Report](#)

On the 'Center/Class Administration' screen (again), by clicking the icon under 'Edit', you will get a new screen to allow for Mass Filling Attendance for the selected attendees .

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home  
Contact  
Center/Class Administration  
Add / Edit Attendee

Mass Edit Attendance

## Mass Fill Attendance

☒ [Mass Fill Helpers](#) ([Hide Facility Controls...](#))

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

:

[Fill Time Into Fields](#) [Fill Date Into Fields](#)

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Lan, Kai	<input type="text"/> : <input type="text"/>	<input type="text"/>
Muffett, Little Miss	<input type="text"/> : <input type="text"/>	<input type="text"/>

[Save Attendance Records](#)

[Back to Center Attendees List](#)

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For those attendees, you will be able to mass fill the total participation time at the Center for a specified date. If no date is chosen, the current date is the default.

There are 2 ways to update on this screen. If all the attendees had the same total time & date, the top box allows you to enter that time & date just once. After entering the total time of participation, click the 'Fill Time into Fields' text to record that amount of time for each attendee listed. Click the 'Fill Date into Fields' text, after selecting a date, to record that date for each attendee listed. If no date is chosen, the current date is the default.

If the selected attendees had different participation times or dates, the bottom box allows you to individually update each attendee with the exact date & time each attendee participated in some activity at that Center.

# CHOOSING PARTICIPATION SHEET BY ACTIVITY FAMILY FOR ATTENDEES CHOSEN

## Department Of Education 21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

- Home
- Contact
- Center/Class Administration**
- Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:

Center:

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

### Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#) [Edit](#)

[Optional Date]  [View / Print Attendance Roll Sheet](#)

[View / Print Participation Sheet With Optional Date](#) [Edit](#)

1. [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family:

Offering:

SubOffering:

2. [View / Print Participation Roll Sheet](#)

### Attendance/Participation Reports

[Attendance Report](#)

On the 'Center/Class Administration' screen (again), to view or print the selected attendees on a Participation sheet, click on 'Select a SubOffering' text under the box heading 'View/Print Participation Sheet with Optional Date'. This opens the Activity Family, Offering and SubOffering drop-down choices. If no specific date is chosen, the current date is used. Once the Activity Family choices have been made, click on 'View/Print Participation Roll Sheet' (option 2). An example of the Participation Roll Sheet is on the next page.

## PARTICIPATION SHEET USING THE ACTIVITY FAMILIES & SPECIFIC DATE

Department Of Education  
21st Century Community Learning Centers

[Home](#)  
[Contact](#)  
[Center/Class Administration](#)  
[Add / Edit Attendee](#)

[Back](#)

1 of 1 100% Find | Next

[21st Century Community Learning Centers](#)

Participation Sheet For Center: TestCenter  
Activity Family: Prevention & Youth Development  
Activity Offering: Counseling-Mentoring  
ActivitySub-Offering: Other Counseling-Mentoring  
Date: 11/10/2010  
Grade: No Grade Was Selected

Name	Time In	Time Out	Total Time
Lan, Kai			
Muffett, Little Miss			

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Should the participation roll sheet be several pages long, there are functionalities to scroll forward & back within the participation sheets (arrow 1) or increase or reduce the overall perspective of the participation sheets (arrow 2). The 'Find' box provides a way to quickly search the document for an attendee (or more) by using last name (arrow 3). And the Participation Roll Sheet can be Saved, Refreshed or Printed (arrow 4).

# USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET

Department of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

**Grantees / Centers**

Choose a Grantee and Center with which this Attendee is associated

Grantee

TestGrantee

Center

TestCenter

☒ Current Attendees

☐ Previous Attendees

☐ All Attendees

Quick-Choose Attendees

Select...

Select A Grade Level To Select Attendees Which Correspond ▾

Classroom / Center Attendees

☐ Select/Unselect All Show 10 ▾ records per page. Navigate To Page: 1 2

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

Classroom / Center Group Methods

View / Print Attendance Sheet With Optional Date

Edit

[Optional Date]

[View / Print Attendance Roll Sheet](#)

View / Print Participation Sheet With Optional Date

Edit

11/10/2010

1. [Select A SubOffering](#)

Select Activity Family / Activity Offering

Family

Prevention & Youth Development

Offering

Counseling-Mentoring

SubOffering

Other Counseling-Mentoring

2. [View / Print Participation Roll Sheet](#)

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Version 1.0

## USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET (CON'T.)

On the 'Center/Class Administration' screen (again), by clicking the icon under 'Edit', you will get a new screen to allow for Mass Filling Participation for the selected attendees.

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home  
Contact  
Center/Class Administration  
Add / Edit Attendee

### Mass Fill Participation

Family: Prevention & Youth Development  
Offering: Counseling-Mentoring  
Sub-Offering: Other Counseling-Mentoring

☒ [Mass Fill Helpers](#) [\(Hide Facility Controls...\)](#)

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

:

[Fill Time Into Fields](#) [Fill Date Into Fields](#)

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Lan, Kai	<input type="text"/> : <input type="text"/>	<input type="text"/>
Muffett, Little Miss	<input type="text"/> : <input type="text"/>	<input type="text"/>

[Save Participation Records](#)

[Back to Center Attendees List](#)

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For those attendees, you will be able to mass fill the total participation time at the Center for that Activity for a specified date. If no date is chosen, the current date is the default.

There are 2 ways to update on this screen. If all the attendees had the same total time & date in this Activity, the top box allows you to enter that time & date just once. After entering the total time of participation, click the 'Fill Time into Fields' text to record that amount of time for each attendee listed. Click the 'Fill Date into Fields' text, after selecting a date, to record that date for each attendee listed. If no date is chosen, the current date is the default.

If the selected attendees had different participation times or dates, the bottom box allows you to individually update each attendee with the exact date & time each attendee participated in that Activity at that Center.

**For updated screen shots for this section-see end of this manual.**

# USING THE ATTENDANCE/PARTICIPATION REPORTS

## Department Of Education 21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

**Center/Class Administration**

Add / Edit Attendee

DOE > Center/Class Administration

### Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee:   
Center:

☒ Current Attendees ☐ Previous Attendees ☐ All Attendees

### Quick-Choose Attendees

Select A Grade Level To Select Attendees Which Correspond

### Classroom / Center Attendees

☐ Select/Unselect All Show  records per page. Navigate To Page: [1](#) [2](#)

Expand Collapse		Enrolled?	Grade Level	Last Name	First Name	Middle Name	Birth Date
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/1998	K	Lan	Kai		5/1/1993
+	<input checked="" type="checkbox"/>	✓ Enrolled: 9/1/2000	K	Muffett	Little	Miss	6/21/1995
+	<input type="checkbox"/>	✓ Enrolled: 11/22/2010	6	Contrary	Mary		10/2/2001
+	<input type="checkbox"/>	✓ Enrolled: 11/10/2006	6	Tane	Puddin	N	3/1/1997
+	<input type="checkbox"/>	✓ Enrolled: 1/31/2011	5	Smythe	Jack		9/30/2002
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2010	4	Hellman	Lillie		3/30/1999
+	<input type="checkbox"/>	✓ Enrolled: 8/31/2009	4	Horner	Jack		2/11/2000
+	<input type="checkbox"/>	✓ Enrolled: 6/30/2010	4	Spratt	Jack		4/22/2000
+	<input type="checkbox"/>	✓ Enrolled: 9/15/1998	3	Dino	Dan		10/15/1990
+	<input type="checkbox"/>	✓ Enrolled: 9/1/2000	2	Parker	Dottie		5/5/1993

☐ Select/Unselect All

### Classroom / Center Group Methods

[View / Print Attendance Sheet With Optional Date](#) [Edit](#)  
[Optional Date]  [View / Print Attendance Roll Sheet](#)

[View / Print Participation Sheet With Optional Date](#) [Edit](#)  
1. [Select A SubOffering](#)  
Select Activity Family / Activity Offering  
Family:   
Offering:   
SubOffering:   
2. [View / Print Participation Roll Sheet](#)

### Attendance/Participation Reports

[Attendance Report](#)



## USING THE ATTENDANCE/PARTICIPATION REPORTS (CON'T.)

This is a brand new capability & still needs some work. However, here is a screen shot, though incomplete right now, to show you what will be available in just a few short days.

As you can see, the date of the Attendance Summary Report (11/10/2010) is not yet visible. But any attendee who has Total Attendance (as shown on page 22) that falls within the date parameters entered on this page will be listed on the Summary Report.

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

Back

Start Date: 1/1/2010

End Date: 12/31/2010

View Report

1 of 1

100%

Find | Next

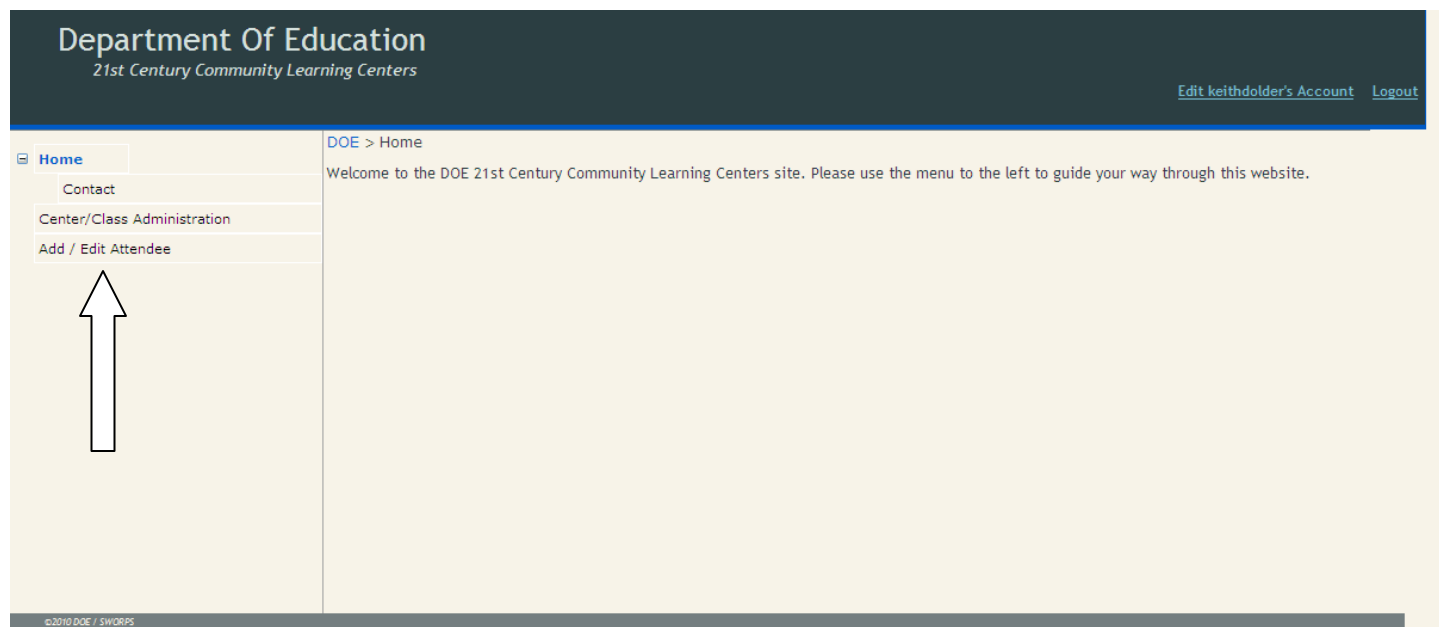
Attendance Summary Report

TestCenter

Attendee	Grade	Date	Time Spent
Lan, Kai	K		1:15
Muffett, Little	K		1:15

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## ADDING A NEW ATTENDEE



When making this choice, you will get a new screen with the questions for the necessary demographic information needed to add each new attendee.

## SCREEN FOR ADDING A NEW ATTENDEE

Department Of Education  
21st Century Community Learning Centers

[Edit Keithholder's Account](#) [Logout](#)

Home

Contact

Center/Class Administration

Add / Edit Attendee

DOE > Add / Edit Attendee

[Back](#)

Grantees / Centers

Choose a Grantee and Center with which this Attendee is associated

Grantee TestGrantee

Center TestCenter

Name

Last Name

First Name

Middle Name

Date(s)

Date of Birth

Program Enrollment Date

Grade Level At Registration

Grade Level Please select a Grade Level...

Other Information

Ethnicity Please select an ethnicity...

Gender Please select a gender...

State-Issued Student Id

Add Attendee

[Back](#)

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This screen allows a new attendee to be added to the Grantee/Center chosen.

Both of the fields, *Last Name* & *State Issued Student Id*, are underlined. For those fields you can click on them & an information box with a short description of what is required for each field will pop up. A second click will eliminate the box.

## SUCCESSFULLY ADDING A NEW ATTENDEE

The screenshot displays a web application interface for the Department of Education, 21st Century Community Learning Centers. The header includes the organization's name and a user account link. A sidebar on the left contains navigation options. The main content area features a title 'Attendee Entry Successful' and a table of entry details. Below the table are two expandable sections, 'Grade Level At Registration' and 'Other Details', and three navigation buttons at the bottom.

Entry Details	
Center / Location	TestCenter, TN
Attendee Name	Dumpty, Humpty
Attendee Date of Birth	7/20/2004

Grade Level At Registration      Other Details

[Back](#)   [Add Another Attendee](#)   [Center Attendees](#)

This is the screen when an attendee has been added successfully. There are 5 additional buttons. These allow you to see all the information entered for this attendee & if necessary, make changes; add another new attendee; navigate to the Grantee/Center screen; go back to the previous page for viewing or editing all the demographic information for this new attendee.

By clicking on either of the buttons labeled 'Grade Level at Registration' or 'Other Details', the screen will expand to show that data for this attendee. A second click will close the expansion & hide those details.

The other 3 buttons will allow navigation to other screens as indicated by their names.

## SCREEN TO ADMINISTER YOUR ACCOUNT

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

DOE > Home

Welcome to the DOE 21st Century Community Learning Centers site. Please use the menu to the left to guide your way through this website.

Home  
Contact  
Center/Class Administration  
Add / Edit Attendee

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If you click on this link, you will get a new screen.

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Administer Your Account

Edit DOE/21stCCLC User Information

Editing Information For: keithdolder

Email:

Is Approved?:

Is Locked?:

Password:

ShowPassword?: ☐

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Here you may change your email address and/or your password. You are also able to see your password if you check that box. Showing your password on this screen allows you to verify the accuracy of your password & any changes you might have made. It does not show your password elsewhere.

Should you have any problems please email the 21stCCLC Help Desk. The email address is:

[21stcclcAdmins@sworps.tennessee.edu](mailto:21stcclcAdmins@sworps.tennessee.edu)

Just copy & paste this address into the address line of your email provider with a brief description of the problem in the Subject Line & someone will get back to you as soon as possible.

Should you feel that the system needs additional functionalities, please contact your agency or department head for additions that were not in the original scope of this project or for any policy questions deemed necessary.

## USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET (**NEW**)

Updated screen shots from page 47-new instructions & functionalities.

The screenshot shows the 'Mass Fill Participation' form within the Department of Education's 21st Century Community Learning Centers system. The header includes the department name and a user account link. The left sidebar contains navigation options like Home, Contact, and Center/Class Administration. The main content area features dropdown menus for 'Academic Assistance', 'Remedial Education', and 'Science'. Below these, the form title 'Mass Fill Participation' is displayed, followed by the selected activity details: 'Family: Academic Assistance', 'Offering: Remedial Education', and 'Sub-Offering: Science'. A checkbox for 'Mass Fill Helpers' is checked, with a link to '(Hide Facility Controls...)'. A text box explains the controls and provides a link for more information. Below this, there are two input fields for 'Fill Time Into Fields' and 'Fill Date Into Fields'. At the bottom, a table lists attendees with columns for Name, Time, and Date. The table contains three rows: 'Dumpty, Humpty', 'Parker, Dottie', and 'Piper, Peter'. Each row has input fields for time (hours:minutes) and date (mm/dd/yyyy). At the bottom of the form, there are links for 'Save Participation Records' and 'Back to Center Attendees List'.

Department Of Education  
21st Century Community Learning Centers

Edit keithdolder's Account Logout

Home  
Contact  
Center/Class Administration  
Add / Edit Attendee

Academic Assistance Remedial Education Science

### Mass Fill Participation

Family: Academic Assistance  
Offering: Remedial Education  
Sub-Offering: Science

☒ Mass Fill Helpers (Hide Facility Controls...)

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

Fill Time Into Fields Fill Date Into Fields

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Dumpty, Humpty	<input type="text"/>	<input type="text"/>
Parker, Dottie	<input type="text"/>	<input type="text"/>
Piper, Peter	<input type="text"/>	<input type="text"/>

[Save Participation Records](#)

[Back to Center Attendees List](#)

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For those attendees, you will be able to mass fill the total participation time at the Center for that Activity for a specified date. If no date is chosen, the current date is the default.

There are 2 ways to update on this screen. If all the attendees had the same total time & date in this Activity, the top box allows you to enter that time & date just once. After entering the total time of participation, click the 'Fill Time into Fields' text to record that amount of time for each attendee in the boxes next to their name. Click the 'Fill Date into Fields' text, after selecting a date, to record that date for each attendee in the boxes next to their name. If no date is chosen, the current date is the default.

If the selected attendees had different participation times or dates, the bottom box allows you to individually update each attendee with the exact date & time each attendee participated in that Activity at that Center. **In order to save the date & time from either method of input, you must click on the 'Save Participation Records' button each time a change is made.**

## USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET (**NEW**)

This screen shows the message you will receive when you have successfully saved time & date for each attendee.

Department Of Education  
21st Century Community Learning Centers

[Edit keithholder's Account](#) [Logout](#)

[Home](#)  
[Contact](#)  
[Center/Class Administration](#)  
[Add / Edit Attendee](#)

Academic Assistance   Remedial Education   Science

### Mass Fill Participation

Family: Academic Assistance  
Offering: Remedial Education  
Sub-Offering: Science

☒ [Mass Fill Helpers](#) [\(Hide Facility Controls...\)](#)

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

: 55

03/16/2011

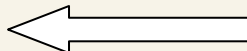
[Fill Time Into Fields](#) [Fill Date Into Fields](#)

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Dumpty, Humpty	<div><div>:</div><div></div></div>	
Parker, Dottie	<div><div>:</div><div></div></div>	
Piper, Peter	<div><div>:</div><div></div></div>	

Successfully Saved Data To Database/Repository...You may either enter more values to save to this set of Attendees for this particular SubOffering, or click back to return to the Attendees menu.

[Save Participation Records](#)

[Back to Center Attendees List](#)



If this isn't the message you receive-please email the Help Desk with the error message that you did get.



## USING THE MASS FILL OPTION FOR A PARTICIPATION SHEET (**NEW**)

This is a screen shot of New Functionalities added to this screen.

Department Of Education  
21st Century Community Learning Centers

[Edit keithdolder's Account](#) [Logout](#)

Home  
Contact  
Center/Class Administration  
Add / Edit Attendee

Academic Assistance Remedial Education Science

### Mass Fill Participation

Family: Academic Assistance  
Offering: Remedial Education  
Sub-Offering: Science

☒ [Mass Fill Helpers](#) (Hide Facility Controls...)

Use the controls below to mass fill the times and dates for the participants. [Click for more info...](#)

:

[Fill Time Into Fields](#) [Fill Date Into Fields](#)

Name	Time	Date
[Last, First]	[hours:minutes]	mm/dd/yyyy
Dumpty, Humpty	<input type="text"/> : <input type="text"/>	<input type="text"/>
Parker, Dottie	<input type="text"/> : <input type="text"/>	<input type="text"/>
Piper, Peter	<input type="text"/> : <input type="text"/>	<input type="text"/>

[Save Participation Records](#)

[Back to Center Attendees List](#)

There are also new functionalities on this page that will prevent the need to go back to the Center/Class Administration screen to change the Activity Family when using the Group Fill section for the same selection of attendees.

At the top of this page are drop down menus with the 3 classifications of the Activity Families. If the attendees chosen were in several Activity groupings, you can change your choice at the top & use a new Activity Family. The time/date boxes can still also be changed. This should facilitate getting the participation data entered for whole groups of attendees in various combinations of activities &/or times & dates.

Don't forget to save the date & time from either method of input; you must click on the 'Save Participation Records' button every time a change is made (thinner arrow near bottom of the screen) .